# **Appointed Boards & Commissions New Member Orientation**

[Proposed Program Components]

In March 2012, the Office of City Clerk surveyed departments about the level and kinds of orientation or on-boarding support provided to new members of the City's Appointed Boards & Commissions (ABCs). A total of 34 responses were received. Those responses were used to craft an outline of components deemed helpful for new appointees.

The following chart outlines the survey topics that were identified as being important components of an orientation program, along with the weighted percentage for each topic according to the respondents who participated in the survey.

Topic/Subject Matter	Priority
Minneapolis Government & Structure	93.80%
Minnesota's Open Meetings Law	91.20%
Ethics Training	87.90%
Robert's Rules of Order	81.80%
Boards & Commissions Reporting Structure	66.70%
Minneapolis Budget & Finances	57.60%
Overall Importance of an Orientation Program	97%

In addition to providing guidance for important topics to be included in an orientation program, survey respondents made clear that training was a high priority.

The Clerk's Office also surveyed departments about whether or not any orientation or on-boarding support was being provided for ABC members and, if so, what that training included. The following chart illustrates the current state of member orientation/training within the enterprise.

Appointed Board/Commission	Orientation Provided? [If yes, what is included]
Bicycle Advisory Committee	Yes (no details)
Capital Long Range Improvement Commission (CLIC)	Yes (no details)
Citizen Environmental Advisory Committee ( CEAC )	Yes (no details)
City Planning Commission	Yes (no details)
Civilian police Review Authority	Yes (no details)

Family Housing Fund	No, there is a lunch with the
	president and vice president of the fund.
Heritage Preservation Commission	Yes (no details)
Housing Board of Appeals	No
Minneapolis Animal Care and Control (MACC)	No, just a 1 hour chat with Jeanette Wiedemeier
Minneapolis Arts Commission	Yes (no details)
Minneapolis Charter Commission	No, emails are sent to new commissioners
Minneapolis Telecommunications Network	Yes (no details)
Minneapolis Workforce Council	Yes (no details)
Neighborhood and Community Engagement Commission	Yes (no details)
Pedestrian Advisory Committee	Yes (no details)
Public Health Advisory Committee	Yes, 30 minute orientation
SSD	No
Zoning Board of Adjustments	Yes (no details)

While some ABCs provide orientation or on-boarding support, it tends to be specific to the particular board/commission and does not include a broader context for the role of ABCs within the enterprise or the community nor does it necessarily address issues such as open meetings requirements, data practices and disclosure laws, meeting procedures and group decision-making practices, and other basic matters that would be instructive to all members of ABCs. Survey respondents concurred that this kind of enterprise orientation would be helpful to newly appointed members, and could also help improve the operation of boards/commissions in the future.

Subsequently, the Clerk's Office has formed a workgroup to develop an enterprise orientation program for new ABC members. That workgroup includes representatives of the Mayor and City Council offices, the offices of City Clerk, City Attorney, and City Coordinator, and the Neighborhood & Community Relations Department. Following is an outline of the components of the draft orientation program that the workgroup has developed.

### SECTION 1: CITY GOVERNMENT

- Overview of form of government and operating structure for the City of Minneapolis
- Review of the various types of Appointed Boards & Commissions (ABCs) and their function within (and benefits to) the City of Minneapolis
- Broad overview of the City's Code of Ethics and ethical requirements in government
- Liability and indemnifications issues

## SECTION 2: OPERATIONS

- Basic responsibilities and expectations of ABCs for effective team performance
- Meetings & Procedural Issues
  - o Minnesota Open Meetings Act
  - Minnesota Data Practices Act
  - The basics needed to run an effective meeting
  - o Introduction of Robert's Rules of Order
- Role of City Staff
  - o Professional support
  - Administrative and clerical support (including discussion of minutes)
  - o Office of City Clerk

#### SECTION 3: BUDGET

- City's financial process
  - o Budget's effect on city departments, and board's staff and finances
  - Ability of B&C members to advocate for funds

## SECTION 4: CLOSING

- · Administration of oath of office
- Send members home with 3-ring binder with more detailed information on the topics reviewed for future reference, including (but not limited to):
  - Key staff contact information
  - City's organizational chart

# **Staff Training**

The Clerk's Office also believes it would be beneficial to develop an internal training for staff assigned the responsibility for providing administrative support to the City's ABCs. Currently, there is little or no training provided, which is especially critical when such assignments change as the result of changes in staff assignments or coverage. Combined with the lack of uniform orientation for appointed members of the ABCs, this lack of staff training further exasperates the smooth operation of boards and commissions within the City enterprise. Therefore, staff has proposed developing a training program to help assure successful performance by staff assigned these important roles.